



# State Of Montana

## Agency Biennial Report

### Template

**FOR FY2010**

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Should you have any questions or comments regarding this template, or desire additional copies, please contact:

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INFORMATION TECHNOLOGY SERVICES DIVISION

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# TABLE OF CONTENTS

<b>EXECUTIVE SUMMARY .....</b>	<b>1</b>
<b>SECTION 1: AGENCY IT PLAN ACCOMPLISHMENTS – GOALS &amp; OBJECTIVES.....</b>	<b>2</b>
<i>1.1 Goals (Taken from 2008 plan and 2009 update).....</i>	<i>2</i>
<b>SECTION 2: IT INITIATIVES STATUS UPDATE.....</b>	<b>4</b>
<i>2.1 IT Initiatives (Taken from 2008 plan and 2009 update).....</i>	<i>4</i>
<b>SECTION 3: ADDITIONAL INFORMATION - OPTIONAL.....</b>	<b>5</b>



## EXECUTIVE SUMMARY

In less than a page or two, summarize the three sections of your biennial report. This is an overview of the highlights, a summary of the specifics. Describe the overall benefits realized by customers. Include a count of how many initiatives from your 2008 plan and 2009 update were completed, substantially completed, deferred, delayed, cancelled, or remain on-going by design. Indicate the number funded and unfunded.

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# SECTION 1: AGENCY IT PLAN ACCOMPLISHMENTS – GOALS & OBJECTIVES

Complete this section by copy and pasting the Goals and Supporting Objective/Action section of 4.1 of the agency 2008 plan. After each supporting objective insert the two additional questions for accomplishments and status. Answer these two questions.

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## 1.1 Goals

### *Goal Number 1: (taken from 2008 plan and 2009 update)*

**ITG 1**      <Title>

Description:

Benefits: What benefits are realized and who realizes the benefits?

Which state strategic goal(s) and/or objective(s) does your goal address?

#### **Supporting Objective/Action**

**ITO 1-1**      <Title>

*Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50%):*

*Status (completed, substantially completed, deferred, delayed, cancelled, or on-going):*

#### **Supporting Objective/Action**

**ITO 1-2**      <Title>

*Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50%):*

*Status (completed, substantially completed, deferred, delayed, cancelled, or on-going):*

### *Goal Number 2: (taken from 2008 plan and 2009 update)*

**ITG 2**      <Title>

Description:

Benefits: What benefits are realized and who realizes the benefits?

Which state strategic goal(s) and/or objective(s) does your goal address?

**Supporting Objective/Action**

**ITO 2-1**      <Title>

*Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50%):*

*Status (completed, substantially completed, deferred, delayed, cancelled, or on-going):*

**Supporting Objective/Action**

**ITO 2-2**      <Title>

*Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50%):*

*Status (completed, substantially completed, deferred, delayed, cancelled, or on-going):*

(Copy and paste the above format here to describe additional IT goals and objectives.)

## SECTION 2: IT INITIATIVES STATUS UPDATE

Complete this section by copy and pasting the IT Initiatives from section of 7.1 of the agency 2008 plan. After each initiative insert the two additional questions for status and funding. Answer these two questions.

### 2.1 IT Initiatives *(Taken from 2008 plan and 2009 update)*

***Initiative 1 - Title:***

***Description:***

***EPP Number (if applicable):***

***Status (completed, substantially completed, deferred, delayed, cancelled, or on-going):***

***Funding (funded or not funded):***

***Initiative 2 - Title:***

***Description:***

***EPP Number (if applicable):***

***Status (completed, substantially completed, deferred, delayed, cancelled, or on-going):***

***Funding (funded or not funded):***

***Initiative 3 - Title:***

***Description:***

***EPP Number (if applicable):***

***Status (completed, substantially completed, deferred, delayed, cancelled, or on-going):***

***Funding (funded or not funded):***

(Copy and paste the above format here to describe additional IT Initiatives.)



### SECTION 3: ADDITIONAL INFORMATION - OPTIONAL

Other types of information that the agency may wish to report as accomplishments or challenges related to achieving the Goal, Objective, and Initiatives outlined in their 2008 IT plan.

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